

Creating an Expense Report **BASED ON** an Authorization

When Does This Apply?

- For DOMESTIC travel, create an Expense Report (ER) when your division requires travel authorization for domestic trips.
- Always for FOREIGN trips.

Create an Expense Report based on an Authorization

- Click on *Berkeley Lab Travel Expenses*.
- Click on *Manage Trips*.
- Select *Expense Report—Create* to display the screen below.
- In the screen, enter or select the traveler's name.
- Enter or select exact trip dates or a range of dates.
- Click on the *Go* button to display a list of existing Authorizations set up in TREX for the traveler.

Trip Navigation

Trip Action and Key Information

Traveler (Last Name,First Name) *ID

Key Information

Action Request: Expense Report - Create

Begin Date: End Date:

Trip Name:

Business Location (first):

- Select the desired Travel Authorization.

Select	LBNL Trip #	Report ID	Status	Supplemental Expense Report	Trip Name	Trip Type	Begin Date	End Date	Business Location (First)
1	000060389	0000010136	Submitted		LOCAL TRAIN Local		09/01/2008	09/05/2008	SACRAMENTO,CA

- TREX loads info contained in the Authorization record. Most data can be modified on the Expense Report. Click on *Next*.

Expense Report - Modify Trip Information

Traveler (Last Name,First Name) Pecoraro,Aurora *ID 004123

*Trip Name: Trip Name LBNL Trip # 000060564

*Business Purpose: Conference Travel Auth ID Report ID 0000010233

*Begin Date: 10/20/2007 *End Date: 10/22/2007

*Business Location (first): SACRAMENTO,CA

*Trip Description and Business Benefit: Enter your statement of purpose describing the impact of your trip to the Lab and DOE.

Trip Type: ☒ Domestic ☐ Foreign ☐ Local

- Enter the trip report abstract for foreign trips, then click *Next*.

One-Way Trip

Primary information	Host information	Conference	Foreign	DEF							
Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE	Per Diem - Lodging	Actual M&IE	Actual Lodging	Use Actual M&IE?	Use Actual Lodging?
1 10/20/2007	BERKELEY,CA	10/20/2007	SACRAMENTO,CA	2		59.00	111.00				
2 10/22/2007	SACRAMENTO,CA	10/22/2007	BERKELEY,CA			59.00	111.00				

Trip Abstract for the Foreign Report
Enter your foreign trip report here.

- Select a departure city and the location to which you will return. You can enter the number of personal days.

Itinerary Legs						
Primary information		Host information		Conference		
Departure Date		Departure City,State or City,Country		Arrival Date		Business City,State or City,Country
Number of Nights at Location		Number of Personal Days		Per Diem - M&IE		
1	12/22/2007	BERKELEY,CA		12/22/2007	SACRAMENTO,CA	59.00
2	12/24/2007	SACRAMENTO,CA		12/24/2007	BERKELEY,CA	59.00

- If you are claiming the actual amount for M&IE and/or lodging, enter the daily amount in the corresponding field. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
- Click *Next*. You will enter other expenses in the next screen.

Per Diem - M&IE	Per Diem - Lodging	Actual M&IE	Actual Lodging	Use Actual M&IE?	Use Actual Lodging?	Comment for Lodging Overage		
59.00	111.00							
59.00	111.00							

- This screen is optional. You can begin by entering expenses other than M&IE and lodging here. (Or, you can click on *Continue to Expense Details Screen* to enter all trip expenses on one screen).

Leg Information

Travel From Location		BERKELEY,CA		Business Location		SACRAMENTO,CA	
From		12/22/2007		Thru		12/24/2007	
All Days of the Leg	From	To	Expense Type	Daily Amount	Description	Miles	Mileage Rate
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Airfare: Lab-Purchased				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Airfare: Purchased by Employee				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Airport Tax				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Car Rental				
<input type="checkbox"/>	12/22/07	<input type="checkbox"/>	<input type="checkbox"/> Credit Card / ATM Fee	55	enter info here for expense		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Gas for a Rental or Govt Car				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Laundry/Dry Cleaning(Domestic)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Lodging Tax (Domestic only)				
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Mileage (for Private Vehicle)				0.485
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Miscellaneous Other Expenses				

Continue to Expense Details Screen

Note: This screen captures the expenses for each itinerary leg. If a multi-leg trip, you will have to click on the *Next Leg* button or continue to the *Expense Details* screen to add expenses.

- The Expense Details screen shows all expenses.
- Click on OK or on the "+" to add an expense. You can select expenses to "Copy" or to "Delete". The amount spent can be modified in this screen.

Enter Expense Lines							Customize	Find	First	1-6 of 6	Last
Overview		Detail		Message		DEF					
Select	Expense Type	Receipt Required	Expense Date	*Amount Spent	Location	*Payment Type					
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	12/22/2007	111.00	SACRAMENTO,CA	Cash					+
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/22/2007	44.25	SACRAMENTO,CA	Cash					+
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	12/23/2007	111.00	SACRAMENTO,CA	Cash					+
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/23/2007	59.00	SACRAMENTO,CA	Cash					+
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/24/2007	44.25	SACRAMENTO,CA	Cash					+
Add: New Expense <input type="button" value="OK"/> <input type="button" value="Copy Selected Expense(s)..."/> <input type="button" value="Delete Selected Expense(s)"/>											

- TREX displays expense totals at the bottom of the screen.
- Click on *Check for Errors*. If there are errors, red flag error symbols will display. Click on the red flag for specific info. and to correct errors.
- Click on *Update Totals* to sum all expenses entered so far.
- Click on the link *Personal Days and Meals Provided* to enter specific info
- Click on *Printable View* to print the form for attaching receipts to be forwarded to the Travel Office (Save for Later first).
- Click on the *Select Approver* button to identify the approver for the ER.
- If arranging for someone, click *Submit for Certification* to send the ER to the traveler, otherwise click on *Finish and Submit*.

<input type="button" value="Check For Errors"/>	<input type="button" value="Personal Days and Meals Provided"/>	Trip History	Travel Currency Converter	Apply Cash Advance(s)
Expense Report Totals				
Employee Expenses:	369.50 USD	Due Employee:	369.50 USD	
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD	
Prepaid Expenses:	0.00 USD	Definition of Totals		<input type="button" value="Update Totals"/>
Cash Advances Applied:	0.00 USD			
<input type="button" value="Save For Later"/>	<input type="button" value="Select Approver"/>	<input type="button" value="Submit for Certification"/>	<input type="button" value="Printable View"/>	